



TEXAS DEPARTMENT OF LICENSING & REGULATION
920 Colorado, 7th Floor Austin,
Texas 78701
(512) 463-7184, Fax (512) 475-3377
Human.Resources@tdlr.texas.gov

***UNPAID* INTERNSHIP POSTING**
Office of General Counsel
General Counsel Law Clerk Intern

Posting: GC Intern #05-22 Opening

Date: 4/14/22

Closing Date: Until Filled

TDLR Office of General Counsel is seeking a law clerk who is passionate about public service and interested in gaining meaningful administrative law experience. The intern will work alongside assistant general counsels in rulemaking, policy implementation, and review of contested cases that go before the Commission of Licensing and Regulation.

This internship will give you direct experience applying the Administrative Procedures Act through rulemaking, open meetings, and provide you an opportunity to learn how enforcement cases develop and progress from a complaint to being decided before the Commission. Law clerks will also be able to attend commission and advisory board meetings, legislative hearings, and participate in the agency's strategic planning process which occurs prior to each legislative session. Qualified interns may work remotely or choose a hybrid schedule which allows them to work in-person and remotely on a mutually agreed upon schedule.

General Description

Performs complex legal research and entry-level legal work. Work involves conducting legal research, evaluating legal documents, and providing assistance to attorneys in the Office of the General Counsel. Works with general supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Duties

- Conducts legal research on projects as assigned.
- Researches and interprets statutes, rules, regulations, codes, and administrative records, and analyzes their applicability and significance in specific fact situations.
- Assist General Counsel attorneys in review of administrative decisions by the State Office of Administrative Hearings for presentation to the Texas Commission of Licensing and Regulation.
- Assists attorneys in providing legal advice, counsel, and assistance to internal agency clients.
- Assist in drafting administrative rules and guidance.
- May draft and/or assist in drafting bills and amendments for legislative consideration.
- May conduct open government training for board members.
- May assist Open Records Division staff in drafting of requests for opinion and reviewing of agency records.
- May assist Enforcement Division attorneys in preparing for hearing before the State Office of Administrative Hearings, including conducting discovery and witness preparation.
- Attends agency commission and advisory board meetings, upon request.
- Demonstrates a spirit of teamwork and collaboration with other members of the staff, while upholding the agency's core values.
- Adheres to all TDLR Personnel Policies and performs other duties as assigned.

Minimum Requirements:

Experience in legal work. Enrolled in an accredited law school or recent graduate of an accredited law school with a Bachelor of Laws (LLB) or a Juris Doctor (JD) degree. **Must have internet connection, computer or laptop, and office workspace at home.**

Remarks:

Knowledge of administrative law proceedings and concepts such as jurisdiction, notice, and due process, knowledge of the Administrative Procedures Act, the Texas Rules of Evidence and Civil Procedure, the Public Information Act, the Open Meetings Act, and the laws administered by TDLR. Skill in the use of computer and applicable software, including Microsoft Word, Excel, PowerPoint, Internet, and e-mail; and the ability to use a computer to produce legal documents, correspondence, presentations, statistical reports, and other complex documents. Skill in the use of standard office equipment. Ability to interpret, apply, and explain, orally and in writing, statutes, rules, codes, procedures, and policies; and to perform legal research. Ability to plan and manage multiple tasks or courses of action simultaneously and respond effectively to rapidly changing priorities in a highly visible setting. Excellent writing skills; excellent communication skills in the contexts of telephone contacts, in-person contacts, and public speaking; and the ability to establish and maintain effective working relationships and provide professional, friendly, and caring customer service to all customers.

Intern application may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, Austin Texas 78711. Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.